

Retention and Classification Report

Agency: Salt Lake County Service Area #3 (Utah) (2148)

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Records Officer Monica Lisenbee

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AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27933

3

TITLE: Annual budgets

DATES: 1995-

ARRANGEMENT: Chronologically

DESCRIPTION:

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

RETENTION:

Retain Permanent

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 2.

AUTHORIZED: 05/29/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Fiscal

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27933

TITLE: Annual budgets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27935

3

TITLE: Audit reports

DATES: 1974-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by auditors for entities by examining and verifying the entities' financial activities for the year.

RETENTION:

Retain Permanent

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 4.

AUTHORIZED: 01/02/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Fiscal

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27935

TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27926

3

TITLE: Board of trustees meeting minutes

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/02/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office permanently and then may and transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records document the decisions and activities of the board of trustees.

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27926

TITLE: Board of trustees meeting minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27928

3

TITLE: Board of trustees oaths of office

DATES: 1975-

ARRANGEMENT: chronological

DESCRIPTION:

These records are the official oaths of persons elected or appointed to county positions. They are used to verify that oaths are given in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation." All oaths and bonds for county officials "shall be filed with the county clerk, except for the county clerk which shall be filed with the county treasurer" (UCA 52-1-3 (1995)).

RETENTION:

Retain Permanent

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 28.

AUTHORIZED: 05/24/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

All oaths and bonds have historical value for counties.

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27928

TITLE: Board of trustees oaths of office

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27938

3

TITLE: Bond issue files

DATES: 1985-

ARRANGEMENT: chronologica

DESCRIPTION:

These files document the implementation of significant county bonds (i.e., revenue or special bonds), but not general obligation bonds. These files includes authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of county indebtedness.

RETENTION:

Retain Permanent

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 2, Item 2.

AUTHORIZED: 06/04/2012

FORMAT MANAGEMENT:

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Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Legal

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27938

TITLE: Bond issue files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27937

3

TITLE: Facility tour and demonstration waivers

DATES: 2000-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are release waivers for individuals who wish to take a tour of the water treatment facility. The release includes a list of risks involved in the tour: travel through underground tunnels, slick floors, exposure to water-system components, and mine tunnel hazards such as falling rocks, obstructions or obstacles, and associated lighting and/or ventilation hazards. The forms provide space for the participant to fill in their name, and provide a date and signature. The forms also include a space for the individual giving the tour to sign the form. The body of the form releases the entity from any harm or litigation that might arise as a result of the tour.

RETENTION:

Retain 2 years or until all litigation is resolved and then destroy.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 27, Item 9.

AUTHORIZED: 05/29/2012

FORMAT MANAGEMENT:

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Paper: Retain in Office for 2 years or until all litigation is resolved and then destroy.

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27937

TITLE: Facility tour and demonstration waivers

(continued)

APPRAISAL:

Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27956

3

TITLE: Inactive personnel files

DATES: 1978-

ARRANGEMENT: alphabetical by last name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files are the official employment files for inactive service area employees and usually include the original employment application, resumes, W-4 forms, personal information, time sheets, and Utah Retirement Systems and other investment information.

RETENTION:

Retain 65 years from the date of employment or 3 years after retirement or death, whichever is earliest (UCA 49-11-602 (2004)).

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 8, Item 20.

AUTHORIZED: 06/26/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

Administrative

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27956

TITLE: Inactive personnel files

(continued)

PRIMARY CLASSIFICATION:

Private 63G-2-302

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27929

3

TITLE: Maps and plans for area's water resources

DATES: 1970-

ARRANGEMENT: By subject -- topographical and area maps, utilities, construction, and mining claims.

ANNUAL ACCUMULATION:

DESCRIPTION:

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, aerial photographs, globes, models, and raised relief maps these are a graphic representation of the earth's surface drawn to scale.

RETENTION:

Retain For 8 years or until administrative need ends

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 1.

AUTHORIZED: 05/24/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 8 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical
Historic copies of maps and plans.

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27929

TITLE: Maps and plans for area's water resources

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27936

3

TITLE: Personnel files

DATES: 1978-

ARRANGEMENT: alphabetical by employee surname

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1 (2005), et seq. and DHRM rules on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employee's personnel file must be sent to the new agency. The file typically includes applications for employment, career mobility documents, Memorandums of Understanding (MOU), Employment Eligibility Certification records, Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation form checklists, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc. Files for both active and inactive employees are included.

RETENTION:

Retain 65 years from the date of employment or 3 years after retirement or death, whichever is earliest and then destroy.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 8, Item 20.

AUTHORIZED: 05/29/2012

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27936

TITLE: Personnel files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until separation and then transfer to State Records Center. Retain in State Records Center for 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

Administrative Legal

These records document employees personnel records

PRIMARY CLASSIFICATION:

Private 63G-2-302

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27934

3

TITLE: Resolutions

DATES: 1975-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are formal statements of decisions or expressions of opinion adopted by the board. They perform the same function as an ordinance.

RETENTION:

Retain Permanent

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 35.

AUTHORIZED: 05/29/2012

FORMAT MANAGEMENT:

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Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical Legal

Resolutions document the history of the board

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27934

TITLE: Resolutions

(continued)

PRIMARY CLASSIFICATION:

Public